Outlook 2007: Configuring Exchange on an Off-Campus Computer

1. Close all connections you have to Exchange (e.g., you are logged into Exchange through Outlook Web App (OWA) or another email program).

2. Open Outlook 2007 from Start/ All Programs/ Microsoft Office.

3. The Outlook 2007 Startup window will appear. Click Next.

4. In the E-mail Accounts window, make sure Yes is selected. Click Next.
5. In the *Auto Account Setup* window, select the box next to “Manually configure server settings or additional server types.” Click **Next**.

6. In the *Choose E-mail Service* window, select **Microsoft Exchange**. Click **Next**.

7. In the *Microsoft Exchange Settings* window, fill in **exchange.jmu.edu** for the Microsoft Exchange server. Check the box next to **Use Cached Exchange Mode**. In the User Name field, type your **eID**. Click the **More Settings**
8. On the **Microsoft Exchange Server General tab**, ensure that the **Exchange Account** box states “Microsoft Exchange Server” and the **When starting** radio button is clicked for **Manually control connection state** and **Connect with the network**.

![Microsoft Exchange Configuration Screen]

9. Click the **Advanced tab** and ensure **Use Cached Exchange Mode** is selected.

![Microsoft Exchange Advanced Tab]

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[Month] [Year]

Page 3 of 7
Outlook 2007: Configuring Exchange on an Off-Campus Computer

10. Click the **Security** tab and ensure *Encrypt data between Microsoft Office Outlook and Microsoft Exchange Server* is selected. *Logon network security* should have *Password Authentication* selected.

11. Click the **Connection** tab, and select the box *Connect to my Exchange mailbox using HTTP*. Click the *Exchange Proxy Settings* button.
12. On the Microsoft Exchange Proxy Settings window, type `exchange.jmu.edu` in the Connection settings `https://` URL box and `msstd:exchange.jmu.edu` in the Only connect to proxy servers that have this principal name in their certificate box.

13. Click check marks in all the boxes on the Microsoft Exchange Proxy Settings screen except the box On fast networks, connect using HTTP first, then connect using TCP/IP. Click OK.

14. Click Apply in the Microsoft Exchange Connection window, then click OK.
15. On the *Microsoft Exchange Settings* Window, click **Check Names**.

16. When prompted for your username and password, type `JMUAD\[eID]`, where `[eID]` is your JMU eID, in the *User name* field, and your **eID password** in the *Password* field. If you do not want to authenticate every time you open Outlook, check the box next to **Remember my password**.
17. You will then be directed to a confirmation screen. Click Finish. Your Exchange account has been successfully configured and is ready to be managed by Outlook 2007.